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BY _____ DATE _____
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1. The SCHR reviewed DOTD's Annual Turnover and Pay Report and agreed to modify this annual review such that HQ HR will report on recruiting and retention data quarterly and follow up with specific pay recommendations, if any, at the following SCHR meeting. Critical areas identified at this month's meeting will be reviewed in more detail at the September SCHR meeting.
2. To deny the Aviation Section's request for a 10% permanent base pay adjustment for additional duties for David Smith, DOTD Intermodal Transportation Safety & Compliance Officer (AS 613).
3. To deny the Traffic Services Section's request for a new Human Resources Analyst B (AS 613) position to support the current HR Analyst and the Section's Business Office. HQ HR will discuss the possibility of establishing a lower-level Administrative Coordinator position with the Section to assist with workload.
4. To approve the Traffic Services Section's request for a new Administrative Program Director 3 (AS 620) which will bring the Section's Business Office more in line with District Business Offices. The job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
5. To deny the Traffic Services Section's request to reallocate the vacant Traffic Signal Engineer from Engineer 6 DOTD (TS 315) to Engineer 7 DOTD (TS 317) based upon an increase in responsibility and comparable positions. The SCHR did not support this request, as there were no significant changes since the position's last review.

APPROVED _____ DATE _____

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6. To monitor a proposed Training and Development Series job study currently in the developmental stage by other state agencies. If Civil Service ultimately supports the job study, DOTD will participate in the job study process at that point.
7. To update PPM #30, Possession of Weapons, to reflect recent legislative changes related allowing employees to store weapons in their motor vehicles on DOTD property.
8. To exempt Electrician Specialist positions in Section 51, Gang 072, from the requirement of a Class B CDL, as the incumbents in these positions are not required to use a bucket truck.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment